

# Michigan Hazardous Materials & Emergency Management

# 2006 TRAINING CATALOG



Lansing Flooding - Kalamazoo St. 1904

EMD Photo Library  
MSPEMD-2005 Future  
Emergency Management  
Mobile Command Post



EMD Photo Library - MSP-1955 Mobile Command Post



Lansing Flooding - 1975



Van Buren County  
Decatur, MI, Helyn Hillyer  
Photo Collection  
Fire Truck



2005 Fire Truck



Bath School Bombing  
May 1927



EMD Photo Library - Lansing-Waverly School  
Exercise 2004



Remembering The Past, Preparing For The Future

# Conferences

## 2005 Summit

hosted by: MSP/EMD/HMTC, MEMA, and Michigan Citizen Corp

**October 4-6, 2005**

**Grand Traverse Resort, Traverse City Michigan**

The 2005 Summit presented by the Michigan State Police, Emergency Management Division Training and Exercise Section, Hazardous Materials Training Center the Michigan Emergency Management Agency (MEMA) and the Michigan Citizen Corp, will host a conference enhanced with many hands-on training opportunities. Annual refresher requirements, as well as Professional Emergency Manager (PEM) credits can be achieved through this vital conference. Fax your conference application immediately to secure your spot. Space is limited!

***MARK YOUR CALENDARS FOR THE 2006 SUMMIT TO BE HELD ON OCTOBER 5-7, 2006.***

**For more information: (517) 322-1190 or**

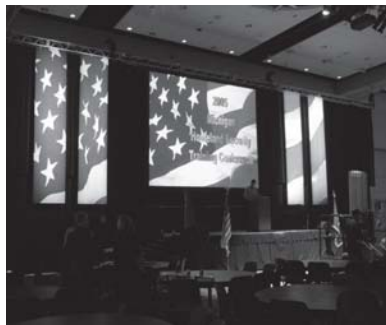
**[www.michigan.gov/emd](http://www.michigan.gov/emd), [www.hazmatems.com](http://www.hazmatems.com), [www.mema1.org](http://www.mema1.org)**

## 2006 Homeland Security Training Conference

**May 2-4 2006**

**Location: DeVos Place, Grand Rapids, Michigan**

Following the overwhelming response of last year's conference that hosted over 1,400 attendees, we will once again deliver a high quality informational and educational training conference. Mark your calendars today! With Retired Secretary Tom Ridge as a confirmed speaker you won't want to miss this conference.



2005 Homeland  
Security Grand  
Ballroom



**For more information: (517) 322-1190 or  
[www.michigan.gov/emd](http://www.michigan.gov/emd) or [www.hazmatems.com](http://www.hazmatems.com)**

# Introduction

The Michigan State Police Emergency Management Division's (MSP/EMD) mission is to foster, promote, and implement a system of emergency management that protects Michigan's citizens from the effects of emergencies and disasters, natural or man-made. First responders must be prepared to meet new challenges presented to them through effective planning, training, and exercising. To that end, the MSP/EMD Training and Exercise Section offers high quality, cost effective training programs in the fields of hazardous materials and emergency management.

Using the "adult learning model", MSP/EMD Training and Exercise Section provides a wide variety of courses to meet the individual training needs of emergency responders. You will find this year's catalog divided into two segments, making course options easy to find based on your response discipline's needs. The front of the catalog highlights programs offered by the Hazardous Materials Training Center (HMTc), while courses directed to emergency management may be found at the back.

We offer two popular training tracks designed to heighten competency and leadership capabilities of emergency responders: 1) The Hazardous Materials Emergency Responder Professional - designed for hazardous materials and technical rescue planners, responders, professionals, and instructors in Michigan. 2) The Professional Emergency Manager - offering students a curriculum highlighting systems and processes of disaster management for local communities.

The Training and Exercise section also coordinates federal programs offered by the Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA). If you are interested in DHS programs please contact HMTc at 517-322-1190. For information on FEMA programs refer to <http://www.training.fema.gov/emiweb/IS/>

Please take time to look the catalog over and register for the courses you need. The application process is very simple and can be found in this catalog or on our web site at [www.michigan.gov/emd](http://www.michigan.gov/emd). If you have any questions, you may contact the Hazardous Materials Training Center at 517-322-1190 or the Emergency Management Division at 517-333-5034.

We look forward to meeting your training needs for FY 2006.



Kriste Etue  
Deputy State Director of Homeland Security  
and Emergency Management



# Table of Contents

Conferences .....	1
Introduction .....	3
Table of Contents .....	5
<b>Emergency Management Administrative Information .....</b>	<b>30</b>
Professional Emergency Manager's Certificate of Recognition (PEM Program) .....	30
Requirements and Eligibility .....	30
The Department of Homeland Security's Independent Study Program .....	30
Optional Independent Study (IS) Courses .....	31
EMD Training and Exercise (T&E) Classroom Courses .....	31
Acceptance .....	31
PEM Evaluation System .....	31
Annual Training Requirements for PEMs .....	31
Emergency Management Course Policy Changes .....	32
NON-SCHEDULED TRAINING REQUESTS .....	32
Professional Development Series (PDS) .....	33
Master Exercise Practitioner (MEPP) .....	33
Target Audience .....	33
Prerequisites .....	33
Eligibility .....	33
MEPP Program Completion .....	33
"NEW" Master Exercise Practitioner Program for Health Care (HCMEPP) .....	34
Target Audience .....	34
Location .....	34
Program Requirements .....	34
To Apply .....	34
MEPP Program Completion .....	34
Advanced Professional Series (APS) .....	35
Certificates .....	35
Location of Training Courses .....	35
Advanced Professional Series (APS) .....	35
Location of Training Courses for Lansing Area .....	36
Emergency Management Division District Coordinators .....	36
Independent Study Courses .....	37
Emergency Management Course List .....	38
Emergency Management Course Application .....	39
If You Are New To Profession of Emergency Management & Homeland Security .....	40
How do you begin? .....	40
What courses should you take first? .....	40
Becoming a Trained Professional .....	40
Other Training Opportunities Community Emergency Response Training (CERT) Train-the-Trainer .....	41
Radiological Emergency Preparedness Training and Exercise .....	41
Statewide Exercise Initiatives .....	41
Specific Training .....	41
Emergency Management Training Courses .....	42
PROFESSIONAL EMERGENCY MANAGEMENT (PEM) COURSES .....	42
OTHER EMERGENCY MANAGEMENT COURSES .....	44
PEM of the Year Award Criteria .....	46

Quantity: 14,000  
Total Costs: \$  
Unit Costs: \$ each  
Authorization FEMA , Act 390 of 1976 as amended



# Emergency Management Training



EMD Photo Library  
1986 State EOC



EMD Photo Library - 2005 State of Michigan EOC

# Emergency Management Administrative Information

The Emergency Management Division's (EMD) mission is to foster, promote, and implement an emergency management system that protects Michigan communities by employing an "all hazards" approach. One of the first steps to attain that goal is the education of local emergency programs to incorporate the system of mitigation, preparedness, response and recovery.

The Emergency Management Division developed the Professional Emergency Manager (PEM) Designation program specifically to meet the needs of new emergency management professionals. The program is designed to assist participants to become leaders in Emergency Management. The curriculum is comprised of independent study, classroom discussions, case studies, best practices and networking. Courses are constantly updated and added to meet the ever changing world of emergency managers, be they new or experienced.

## Professional Emergency Manager's Certificate of Recognition (PEM Program)

### Requirements and Eligibility

The nationally recognized Professional Emergency Manager's (PEM) curriculum encompasses three basic elements, the Independent Study (IS) courses, classroom courses and finally, evaluation. To be eligible for the designation as a Professional Emergency Manager, candidates are required to successfully complete sixteen (16) independent studies, twelve (12) classes and complete an examination. The classroom courses frequently carry prerequisites (other classroom courses or independent studies). *(Please see the individual course descriptions for further details.)* The '06 PEM Designation Program requires the completion of the following independent study and EMD's Training and Exercise (T&E) classroom courses:

#### Federal Emergency Management Agency's (FEMA) Independent Study Courses

- IS-1: The Emergency Program Manager.
- IS-7: A Citizen's Guide to Disaster Assistance
- IS-100 Introduction to the Incident Command System
- IS-120: An Orientation to Community Disaster Exercise
- IS-139 Exercise Design
- IS-230 Principles of Emergency Management
- IS-235 Emergency Planning
- IS 244: Developing and Managing Volunteers **new**
- IS-240 Leadership and Influence
- IS-241 Decision Making and Problem Solving
- IS-242 Effective Communication
- IS-244 Developing and Managing Volunteers
- IS-275 The Emergency Operation Center 's Role in Community Preparedness
- IS-393: Introduction to Mitigation
- IS-700: National Incident Management System **new**
- IS-800: The National Response Plan **new**

## Emergency Management Division Classroom Courses

(Courses with an \* indicate a prerequisite, see course descriptions)

- G-139: Exercise Design & Evaluation\*G-191: Incident Command System/Emergency Operations Center Interface\*
- G-230: Introduction to Emergency Management\*
- G-235: Emergency Planning Course\*
- G-240: Basic Skills-Module 1 (Leadership & Influence)\*
- G-241: Basic Skills-Module 2 (Decision Making in a Crisis)\*
- G-242: Basic Skills-Module 3 (Effective Communications)\*
- G-244: Developing Volunteer Resources\*
- G-290: Basic Public Information Officers Workshop
- G-385: Disaster Response & Recovery Operations\*
- G-619: Damage Assessment \*
- G-626: Hazard Mitigation Comprehensive Plan Interface\*

## The Department of Homeland Security's Independent Study Program

All these courses are online, are free and web based. They are located at the Federal Emergency Management's website (under the Department of Homeland Security). Students wishing to enroll should go to <http://training.fema.gov/EMIWeb/IS/> . Most IS courses can be completed quickly, usually in 1-4 hours and can be taken 24 hours a day online. Upon successful completion of reading the material and passing an examination, the student is awarded a certificate. Please retain all certificates. **Students are strongly encouraged to take all required IS courses before beginning classroom training.**

#### Note:

1. Yearly, due to the changing environment of Emergency Management, courses may be added to the list for a candidate to be eligible for the PEM Designation. (e.g. the 2006 Training Year now requires IS 700 and 800.) **Students are required to complete all courses for that year to be eligible** for the evaluation portion. Please consult the EMD catalog yearly.

2. Upon completing all the required IS courses, the student will automatically become eligible for Department of Homeland Security's Professional Development Series (PDS) and will be awarded a certificate. (See information on the PDS on page 33.)

3. If you have already your PEM Designation, taking Independent Studies are popular method to meet the annual training requirement.

## PEM Evaluation System

### Optional Independent Study (IS) Courses

There are many other IS courses in addition to those required for the PEM. These optional courses are an excellent source for basic disaster preparedness and planning information and can be incorporated into presentations for citizens, media and public officials. All new emergency managers are encouraged to consider taking the following courses:

- IS10 Animals in Disaster-Module A Awareness and Preparedness
- IS11 Animals in Disaster-Module B Community Planning
- IS22-Are You Ready? An In-depth Guide to Citizen Preparedness
- IS111 Livestock in Disasters
- IS292 Disaster Basics
- IS317 Introduction to Community Emergency Response Teams
- IS546-Introduction to Continuity of Operations (COOP) Awareness
- IS547 Introduction to Continuity of Operations (COOP)

### EMD Training and Exercise (T&E) Classroom Courses

Most EMD classroom courses are offered in Lansing, at Western Michigan University's Extension Campus (see page. 36 for map information), unless otherwise noted. Courses taught in the field are referred to as "outreach", and are a direct result of an expressed need by a local emergency management program. Students can take courses either in Lansing or statewide. Classroom space is limited, so **candidates are strongly encouraged to apply early**. EMD's Classroom courses consist of discussion, group activities and case studies-most taken directly from current events and stress "lessons learned" from Michigan's disaster events.

Most classroom courses carry prerequisites. Over the past three years, time demands placed on Emergency Managers have increased. In response, the Training and Exercise Section (T&E) has shortened the class time of many courses. In place of class hours, T & E is requiring students to take more Independent Studies. (Many classes are now one day, in the past; most were 3-4 days in length.) Class time focuses specifically on elements of Michigan's Emergency Management System. The Independent Studies are substituted to cover basic concepts and information previously covered in class. **Students are required to complete all pre-course activities, prior to class.** Please check the course description for requirements.

### Acceptance

Students will be notified if they have been accepted three weeks prior to class by letter or email. **Please check the acceptance letter for all course information and requirements.** If class is full, students will be put on a waiting list. See web site at [www.michigan.gov/EMD](http://www.michigan.gov/EMD) for on line registration and information

To achieve the Designation of a Professional Emergency Manager, all students when completing all courses (both IS and classroom) will be evaluated by an examination. The PEM Examination is a comprehensive written test. To pass, all applicants must successfully achieve a 75% on the written examination, which is administered once a year in September. The examination will be offered at the Collins Road Facility. (See the course schedule for the date.)

**All eligible PEM applicants wishing to take the examination must submit a written request 30 days PRIOR to the test day to the Training & Exercise Section.** After taking the test, all students will be notified by letter about the results. If a student passes, they will be recognized as a PEM.

**PEM Study Groups**-The Training and Exercise Section strongly encourages all PEM candidates to study for the examination. The mere volume of materials and concepts are extensive. In past years, students have set up study groups to better prepare for the examination. EMD encourages using study groups, however, the Division does not conduct them.

**Note:** The Professional Emergency Managers Assessment Tool (PEMAC) has been suspended, for revisions. All participants in the PEM Program do not need to take the PEMAC.

### Annual Training Requirements for PEMs

Professional Emergency Managers are required to complete 24 hours of approved training annually. An annual training form documenting this training must be submitted by **January 31st** of each year. This training may consist of courses offered by the Emergency Management Division, Independent Studies, workshops, and university/college courses that are related to the field of emergency management (or Homeland Security) or professional development, or attendance at conferences and other activities. If you are unsure whether training is eligible, please contact the Training and Exercise Section.



EMD Photo Library - Classroom Training



# Emergency Management Course Policy Changes

- All new participants enrolling in PEM courses can **NOT** waive classes, or any part thereof.
- Classes will be held if at least 15 people are enrolled.
- Class size is limited to 50 people, if conducted at WMU. (Register early, classes fill quickly.) Outreach courses class size depends on the facility used.
- Due to high demand for training, EMD has an acceptance priority system, as follows:

1. Local EM coordinators and their support staff
2. EMD staff and state agencies coordinators and their support staff
3. Emergency 1<sup>st</sup> responders (dispatch, fire, police, EMS, public works, etc.)
4. Others currently pursuing their PEM & those indicated as a member of a "target audience."
5. Date when the application was received by the T & E section
6. New enrollees in the program that are not included in #s 1,2, 3 or 4
7. People that do not show up for class and do not call to cancel.

- Lodging and meals are **not** be provided. Coffee and refreshments may be brought to class by students; in some cases you will be able to purchase it.
- Dress code (unless specifically noted) is business casual.
- Class credit-to be eligible for the certificate and accreditation toward your PEM, **you must be present for the entire duration of the class**. If you are unable to make a portion of the class, do not enroll and take another's slot. Classes start promptly at 9 A.M. (first day), 8:30 (succeeding days) and end at 4 P.M.. Please be on time since classes have been shortened, it is critical that students be on time for the beginning of the day and after lunch.
- Student cancellation- Please contact the course manager or the Training and Exercising Section if you need to cancel out of a class. **Failure to do so will jeopardize your subsequent class admissions. Please call 517-333-5034**
- EMD makes every attempt to hold courses however, occasionally must cancel class due to inclement weather, disaster activity etc. If the course must be cancelled, the course manager or someone from the Training and Exercising section will contact all enrolled participants prior to the class and will reschedule at a later date.
- Acceptance letters-EMD will send out letters (or emails) of acceptance to all students admitted in the class. **Please read the letter carefully**, course

prerequisites, student instructions, location, times and a map will be included.

- Classes that are overenrolled will have a waiting list. People are put on the list according to the acceptance procedure. As spaces open, people will be taken off the waiting list and accepted.
- Class materials-student manuals, handouts etc., will be provided by EMD, unless otherwise noted. (Some courses may require students to bring additional materials, e.g. local plans.) **Please check your acceptance letter**. Students coming to class are expected to provide their own note taking implements.

EMD Photo Library  
Lansing Snow  
storm 1967



## NON-SCHEDULED TRAINING REQUESTS

EMD attempts to honor local requests for specific training to meet a community's needs **as staff availability and schedules permit**. All training requests **must be submitted 90 days prior to the training dates and submitted to the State Training Officer for approval**. Examples of training are, but not limited to:

- Public/Senior/Business Officials Conferences
- EMD Courses such as Damage Assessment Exercise Design, or Public Information Officers Workshop
- Emergency Management Workshops or Independent Studies
- Specific presentations
- Conference or meeting presentations

In addition, the entity requesting training must "sponsor" it by providing:

- A training site/facility that is conducive to training
- Specific course materials and equipment requirements-contact course manager for details.
- Register and tract the number of participants. (Attendance required is at least 15 people.)
- Refreshments or meals as needed.



## Professional Development Series (PDS)

The Professional Development Series, offered through the Department of Homeland Security, Federal Emergency Management Agency (FEMA) includes seven independent study courses that provide a well-rounded set of fundamentals for those entering into the emergency management profession. Many students build on this foundation to develop their careers. It is self paced, web based and free to applicants through FEMA's website.

Students who complete all the courses will receive a PDS Certificate of Completion. The courses, in recommended order of completion, are:

- IS230 Principles of Emergency Management
- IS235 Emergency Planning
- IS242 Effective Communication
- IS241 Decision Making and Problem Solving
- IS240 Leadership and Influence
- IS244 Developing and Managing Volunteers
- IS139 Exercise Design

The courses are self-paced independent studies and each takes between 1-4 hours to complete. After working through the material, the student takes a final exam. Passing score is 75 or better. When a student has completed all courses, the Independent Study Program Office automatically sends a Certificate of Completion directly to the student.

**Note: All courses in the PDS series are required for the Professional Emergency Manager (PEM) Designation.**

## Master Exercise Practitioner (MEPP)

This curriculum is offered through the Federal Emergency Management Agency, Department of Homeland Security. MEPP is a performance-based curriculum focused on competencies required to plan, develop, design, conduct, and evaluate jurisdiction specific exercises. The purpose of the Master Exercise Practitioner Program is to provide a concentration of advanced training in the critical area of emergency management/homeland security exercising with professional recognition for those who have demonstrated competence in the field.

It is a resident program; students must take classes at FEMA campuses. Courses are taught at the Emergency Management Institute (EMI), in Emmitsburg,

See web site at [www.michigan.gov/EMD](http://www.michigan.gov/EMD) for on line registration and information

Maryland and Noble Training Center in Anniston, Alabama.

### Target Audience

MEPPP eligibility is open to emergency managers, emergency services personnel from fire, emergency medical, hospitals, public/environmental health, coroners, law enforcement, corrections officials, public works/utilities, community service/volunteer agencies, and private entities who participate in emergency services/emergency management exercise development, control/simulation, and evaluation teams and/or who manage exercise programs.

### Prerequisites

Applicants must complete the following independent study courses. These courses can be downloaded from:

<http://training.fema.gov/EMIWeb/IS/crslist.asp>.

- IS-120 An Orientation to Community Disaster Exercises
- IS-139 Exercise Design.

Then, applicants must complete and submit an application package. For more information on how to fill out the application, please see:

<http://www.training.fema.gov/emiweb/cec/emiopt.asp>.

### Eligibility

If the applicant is accepted as an MEPP candidate, the individual will be enrolled in MEPP series. Each MEPP series consists of three (3) resident courses typically at EMI on the campus of the National Emergency Training Center (NETC) in Emmitsburg, Maryland and/or Noble Training Center (NTC) in Anniston, Alabama. These three (3) courses must be completed in this order:

- Exercise Design and Evaluation Course
- Exercise Control Simulation Program Management Course
- 136 Exercise Development Course

Applicants must complete and submit an application package including FEMA's General Admission Application Form (FEMA Form 75-5). Please see the website for directions and information on applying. *For more information on the MEPP, contact Lowell Ezersky, MEPP Manager, email [lowell.ezersky@dhs.gov](mailto:lowell.ezersky@dhs.gov), phone 1-800-238-3358, extension 1355 or (301) 447-1355 at EMI.*

### MEPP Program Completion

Upon completion of the Master Exercise Practitioner Series, the MEPP candidates will be awarded EMI Master Exercise Practitioner certificate.

# " NEW" Master Exercise Practitioner Program for Health Care (HCMEPP)

The Emergency Management Institute (EMI) now offers the Master Exercise Practitioner Program for *Health Care audiences* from across the nation at the Noble Training Center in Anniston, Alabama. The new course series, the HC MEPP, will consist of three, 1-week resident courses designed to provide health care providers candidates the knowledge, skills, and abilities to design and develop, conduct, and evaluate the wide range of exercises in the health and medical community.

## Target Audience

Candidates eligible for the Health Care Master Exercise Program will be limited to individuals from health care. This includes local, Tribal or State healthcare organizations, public/private and/or profit or non-profit healthcare providers whose responsibilities include exercise program management or participation in exercise development, conduct, and evaluation of internal or external exercises. This training is available to emergency medical service providers, hospital or medical facility staff, public/environmental health, coroners/medical examiners, medical officers, and emergency managers from related systems. This may include organizations such as the VA, DOD medical treatment facilities, training and exercise staff from disaster or emergency health care providers from HHS, NDMS, DMAT, DMORT, CDC, and community services/volunteer organizations, along with regional healthcare emergency systems and providers, such as Metropolitan Medical Response System.

## Location

The courses will be conducted in residence at the Noble Training Center (NTC) in Anniston, Alabama. Noble Training Center is unique in that it is the only hospital facility in the U.S. devoted to training hospital and healthcare professionals in disaster preparedness and response in a realistic environment



EMD Photo Library - New Mobile Command Post 2005



EMD Photo Library - MSP-1955

## Program Requirements

All candidates will complete 3 courses and must do prerequisites.

Prior to taking the resident offering resident courses candidates must complete two FEMA Independent Study courses; IS-120 An Orientation to Community Disaster Exercises and IS-139 Exercise Design. The resident courses at the Noble Training Center are:

- Health Care Exercise Design and Evaluation Course
- Health Care Exercise Control/Simulation Course
- Health Care Exercise Development Course

## To Apply

Applicants must complete and submit an application package including FEMA's General Admission Application Form (FEMA Form 75-5). Please see the website for directions and information on applying. For more information on course offerings and the schedule of offerings, please see the website at <http://www.training.fema.gov/emiweb/cec/HCMEPP.asp>. If you have questions contact Lowell Ezersky, MEPPP Manager, email [lowell.ezersky@dhs.gov](mailto:lowell.ezersky@dhs.gov), phone 1-800-238-3358, extension 1355 or (301) 447-1355

## MEPP Program Completion

Upon completion of the Health Care Master Exercise Practitioner Series, the MEPP Program candidates will be awarded EMI Master Exercise Practitioner certificate.

## Advanced Professional Series (APS)

FEMA offers a training tract that stresses the ability to perform essential disaster work. This series of courses offer "how to" training focused on practical information. It emphasizes applied skills in disaster operations, building on Professional Development Series management and coordination skills.

The original Advanced Professional Series (APS) course lineup was established five years ago, and updated in 2004 to motivate and challenge students to continue emergency management training. Courses address top skills for performing emergency management and disaster duties. All APS courses are classroom courses, either offered through the Emergency Management Division, or the Emergency Management Institute, in Emmitsburg Maryland. **There are no independent study courses in the series.**

### Certificate of Completion

Students who complete the 5 required courses and any 5 of 16 elective courses are eligible to receive the EMI Advanced Professional Series Certificate of Completion.

Requests for the certificate of completion must be sent first to the state emergency management agency for verification. Include date and place, as well as name of the course manager, of each course completed.

### Required Courses

- EOC Management and Operations, G275
- Incident Command System/Emergency Operations Center Interface, G191 (**Offered January, 2005**)
- Rapid Assessment Workshop, G250.7
- Recovery from Disaster, the Local Government Role, G270.4
- Mitigation Planning Workshop for Local Governments, G318



EMD Photo Library - Road Damage march 29 2004



EMD Photo Library - Wind Damage Jackson 10-25-2001

### Elective Courses

- Donations Management Workshop, G288
- Multi-Hazard Emergency Planning for Schools, G362
- Emergency Planning and Special Needs Populations, G197 (**offered October 2005**)
- Resource Management, G276
- Debris Management, G202
- Mass Fatalities, G386
- Exercise Program Manager, G137
- Flood Fight Operations, G361
- Emergency Management Operations Course for Local Governments, G110
- Homeland Security Planning for Local Governments (formerly Terrorism Planning), G408
- Community Mass Care Management, G108
- Evacuation and Re-entry Planning, G358
- Basic Public Information Officers, G290 (Offered several times in 2006)
- Hazardous Weather and Flood Preparedness, G271
- Warning Coordination, G272
- Advanced Incident Command System, G196

### Certificates

Requests for the certificate of completion must be sent first to the Emergency Management Division for verification. Include date and place, as well as name of the course manager, of each course completed.

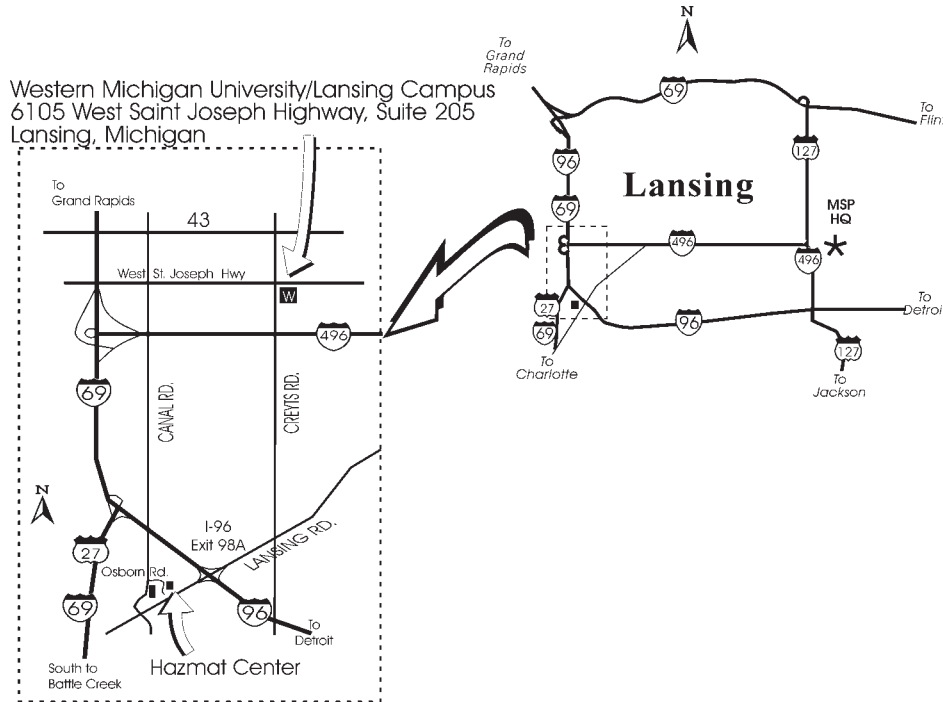
### Location of Training Courses

Courses offered by the Emergency Management Division Training and Exercise Section (T&E) will be offered in Lansing at Western Michigan University's Satellite Campus, (unless otherwise noted).

Directions and area hotels can be found at their website at <http://www.lg.wmich.edu/lmap.html>.

# Location of Training Courses for Lansing Area

Courses offered by the Emergency Management Division (Training and Exercise Section) will be offered in Lansing at Western Michigan University's Satellite Campus, (unless otherwise noted).



## For Courses Offered by the Training and Exercise Section

The following is a list of Lansing area lodging facilities:

**Sheraton Lansing Hotel**  
925 S. Creyts  
Lansing, MI 48917  
(517) 323-7100

**Hampton Inn**  
525 N. Canal Rd  
Lansing, MI 48917  
(517) 627-8381

**Holiday Inn West**  
7501 W. Sagingw  
Lansing, MI  
517 627-3211

## Emergency Management Division District Coordinators

**DISTRICT 1 EMD District Coordinator**  
Michigan State Police  
7119 N. Canal Road  
Lansing, MI 48913  
(517) 322-1918 Fax # (517) 322-0675

**DISTRICT 2 (North) EMD District Coordinator**  
Michigan State Police  
42145 W. Seven Mile Road  
Northville, MI 48167  
(248) 380-1119 Fax # (248) 348-1470

**DISTRICT 2 (South) EMD District Coordinator**  
Michigan State Police  
42145 W. Seven Mile Road  
Northville, MI 48167  
(248) 380-1055 Fax # (248) 348-1470

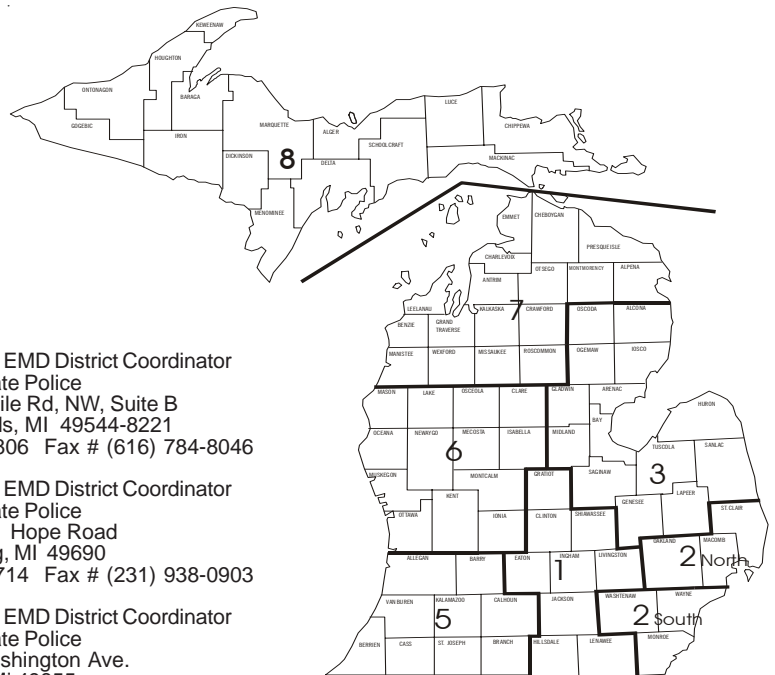
**DISTRICT 3 EMD District Coordinator**  
Michigan State Police  
411-B East Genesee  
Saginaw, MI 48607  
(989) 758-1910 Fax # (989) 771-2277

**DISTRICT 5 EMD District Coordinator**  
Michigan State Police  
108 W. Michigan Avenue  
Paw Paw, MI 49079  
(269) 657-6081 Fax # (269) 657-7571

**DISTRICT 6 EMD District Coordinator**  
Michigan State Police  
588 Three Mile Rd, NW, Suite B  
Grand Rapids, MI 49544-8221  
(616) 647-0806 Fax # (616) 784-8046

**DISTRICT 7 EMD District Coordinator**  
Michigan State Police  
4472 Mount Hope Road  
Williamsburg, MI 49690  
(231) 938-0714 Fax # (231) 938-0903

**DISTRICT 8 EMD District Coordinator**  
Michigan State Police  
1504 W. Washington Ave.  
Marquette, MI 49855  
(906) 225-7030 x 238 Fax # (906) 225-0904



mi-emds.cdr  
7-26-02



# Independent Study Courses

## Course

Course Code	Course Title
IS-1	Emergency Manager: An Orientation to the Position
IS-3	Radiological Emergency Management
IS-5	An Introduction to Hazardous Materials
IS-7	A Citizen's Guide to Disaster Assistance
IS-8	Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699
IS-10	Animals in Disaster, Module A: Awareness and Preparedness
IS-11	Animals in Disaster, Module B: Community Planning
IIS-22	Are You Ready? An In-depth Guide to Citizen Preparedness
IS-55	Household Hazardous Materials - A Guide for Citizens
IS-100	Introduction to Incident Command System, I-100 <b>New</b>
IS-100	FW Introduction to the Incident Command System, I-100, for Federal Disaster Workers <b>New</b>
IS-100	LE - Introduction to the Incident Command System, I-100, for Law Enforcement <b>New</b>
IS-100	PW Introduction to the Incident Command System, I-100, for Public Works Personnel <b>New</b>
IS-111	Livestock in Disasters
IS-120	An Orientation to Community Disaster Exercises
IS-139	Exercise Design
IS-195	Basic Incident Command System
IS-200	Basic Incident Command System, I-200, for Federal Disaster Workers
IS-208	State Disaster Management
IS-230	Principles of Emergency Management - Professional Development Series ( <i>Click for more details</i> )
IS-235	Emergency Planning - Professional Development Series ( <i>Click for more details</i> )
IS-240	Leadership & Influence - Professional Development Series ( <i>Click for more details</i> )
IS-241	Decision Making and Problem Solving - Professional Development Series ( <i>Click for more details</i> )
IS-242	Effective Communication - Professional Development Series ( <i>Click for more details</i> )
IS-244	Developing and Managing Volunteers - Professional Development Series ( <i>Click for more details</i> )
IS-253	Coordinating Environmental and Historic Preservation Compliance
IS-271	Anticipating Hazardous Weather & Community Risk
IS-275	The EOC's Role in Community Preparedness, Response and Recovery Activities
IS-279	Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures
IS-288	The Role of Voluntary Agencies in Emergency Management
IS-292	Disaster Basics
IS-301	Radiological Emergency Response
IS-302	Modular Emergency Radiological Response Transportation Training - <b>New</b>
IS-317	Introduction to Community Emergency Response Teams
IS-324	Community Hurricane Preparedness
IS-330	Refresher Course for Radiological Response
IS-331	Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation
IS-340	Hazardous Materials Prevention
IS-346	An Orientation to Hazardous Materials for Medical Personnel
IS-362	Multi-Hazard Emergency Planning for Schools
IS-386	Introduction to Residential Coastal Construction
IS-393	Introduction to Mitigation
IS-394	Mitigation for Homeowners
IS-546	Continuity of Operations (COOP) Awareness Course * <b>new</b> . *
IS-547	Introduction to Continuity of Operations (COOP) * <b>new</b> . *
IS-600	Special Considerations for FEMA Public Assistance Projects
IS-630	Introduction to the Public Assistance Process
IS-631	Public Assistance Operations I
IS-632	Introduction to Debris Operations in FEMA's Public Assistance Program
IS-650	Building Partnerships with Tribal Governments
IS-700	National Incident Management System (NIMS), An Introduction
IS-800	National Response Plan (NRP), An Introduction

Materials for Independent Study courses can be requested from FEMA either by mail or the internet  
<http://fema.gov/emi/crslist.htm>:

Mail:

FEMA Independent Study Program, Administrative Office, Emergency Management Institute,  
 16825 S. Seton Avenue, Emmitsburg, MD 21727  
 (301) 447-1000 or (800) 238-3358 Ext. 1200

**NOTE:** FINAL EXAMINATIONS ARE INCLUDED IN THE BACK OF EACH MANUAL.

# Emergency Management Course List

October 2005-September 2006

Date	Code	Course	Location
<b>October</b>			
10-3/6-05	-----	<b>The Summit Conference</b>	
10-13/14-05	G230	Introduction to Emergency Management	Lansing
<b>November</b>			
11-3-05	G240-1	Basic Skills Modules 1& 2	Lansing11
11-4-05	G242	Basic Skills Module 3	Lansing
11-28/29-05	G619	Damage Assessment Workshop	Lansing
<b>December</b>			
12-1-05	G222.1	WEM: Legal Issues in EM	Lansing
12-14/15-05	G235	Emergency Planning Course	Lansing
<b>January</b>			
1-12/13-06	G230	Introduction to Emergency Management	Lansing
1-19-06	-----	PEM Exam	Lansing
1-25/27-06	G139	Exercise Design & Evaluation	Lansing
<b>February</b>			
2-9/10-06	G626	Hazard Mitigation Comp. Plan Interface	Lansing
2-16/17-06	G290	Basic PIO Workshop	Shiawassee Co.
<b>March</b>			
3-9/10-06	G137	Exercise Program Manager	Lansing
3-14/15-6	G111.1	Emergency Management Coordinator Workshop	Lansing
3-29-06	G612	Tornado Shelter Workshop	Lansing
3-30-06	G191	ICS//EOC Interface	Mecosta Co.
<b>April</b>			
4-5/6-06	G619	Damage Assissment Workshop	Chippewa Co.
4-11/12-06	G290	PIO Workshop	Bay Co
4-27/8-05	G197	Planning for Special Needs Populations	Oakland Co
<b>May</b>			
5-2/4-06	-----	<b>Homeland Security Conference</b>	
5-25-06	G222.1	WEM: Legal Issues	Grand Rapids
5-31-06	G244	Developing Volunteer Resources	Lansing
<b>June</b>			
6-1-06	G222.1	WEM: Legal Issues	Detroit
6-14/15-06	G619	Damage Assessment Workshop	Lansing
6/29/30/06	G249	Managing A Disaster: The Local Perspective	Lansing
<b>July</b>			
7-24/25-06	G619	Damage Assessment Workshop	Gaylord
7-26/27-06	G290	PIO Workshop	Charlevoix Co.
<b>August</b>			
8-9/10-06	G385	DRRO Disaster Response and Recovery Operations	Lansing
8-23/24-06	G230	Introduction to Emergency Management	Lansing
<b>September</b>			
9-14-06	-----	PEM Exam	Lansing

## Emergency Management Course Application

*Please complete one application per course and per person. You may duplicate as needed.*

**ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**

COURSE INFORMATION				
Course or Workshop Title			Date(s) of Course	
STUDENT INFORMATION				
Last Name		Legal First Name		M.I.
				*Social Security Number ____ - ____ - ____
Organization Name			Title	
Mailing Address		City		State      Zip
County of Employment			Country	
County of Residence		Home Phone (      )		Mobile Phone (      )
Business Phone (      )		Extension	Fax Number (      )	
E-mail Address (work and/or personal)				
<u>Please check the discipline represented for this training (check only one):</u>				
<input type="checkbox"/> Cybersecurity <input type="checkbox"/> Emerg. Mgmt. <input type="checkbox"/> EMS <input type="checkbox"/> Fire				
<input type="checkbox"/> Gov't Admin. <input type="checkbox"/> Hazmat <input type="checkbox"/> Health Care <input type="checkbox"/> Law Enf.				
<input type="checkbox"/> Private Security <input type="checkbox"/> Public Health <input type="checkbox"/> Public Works <input type="checkbox"/> Public Safety Communications				
<input type="checkbox"/> Other: _____				
Check if applicable <input type="checkbox"/> Private Industry <input type="checkbox"/> RRTN				
If governmental <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal				
Student Signature _____ Date _____				
CONTACT INFORMATION				
Please direct questions to (517) 333-5034 or visit our website at <a href="http://www.michigan.gov/emd">www.michigan.gov/emd</a>				
<b><u>PLEASE NOTE NEW POLICY:</u></b>				
All applications must be received four weeks prior to the class start date. Students will receive a written notice indicating their acceptance status with additional information approximately three weeks prior to the class.				
Please return completed application to the Michigan State Police/EMD 4000 Collins Road, Lansing, MI 48909 or fax to (517) 333-4987				
*THIS INFORMATION IS CONFIDENTIAL. DISCLOSURE OF CONFIDENTIAL INFORMATION IS PROTECTED BY THE FEDERAL PRIVACY ACT.				
AUTHORITY: 1976 PA 390, AS AMENDED. COMPLIANCE: VOLUNTARY				

# Becoming a Trained Professional

## If You Are New To Profession of Emergency Management & Homeland Security

### How do you begin?

#### What courses should you take first?

Entering the expanding field of Emergency Management and Homeland Security may seem daunting, so the Emergency Management Division (EMD) Training and Exercise Section seeks to provide you with some simple guidance to become trained. **We strongly encourage all new participants to enroll in only recognized or accredited training programs, available through governments, colleges or universities.** A good place to start is by enrolling in two, free governmental programs, one at the federal level, the other at the state level.

- First, enroll and take the Department of Homeland Security's Professional Development Series (PDS) that is offered through the Federal Emergency Management Agency (FEMA). These independent studies will give you a basis of core concepts and definitions in Emergency Management and Homeland Security. The PDS program is a web-based, self paced, independent study. It allows the student flexibility in completing the training, 24 hours a day.

- Next, enroll the Emergency Management Division's Professional Emergency Manager's Designation Program (PEM). The PEM program builds on the independent studies and will further acquaint you with Michigan's systems, laws and standards. (The PEM program requires the PDS courses and some additional independent studies.) The PEM program is classroom based and evaluates all participants through examinations and activities which study Michigan specific events, issues and solutions. Additionally, these classes will offer you an opportunity to meet experts and your colleagues in Emergency Management from a variety of disciplines that are integral part of Michigan's System.

The Training and Exercise Section recommends for entry level personnel to take training in the following order:

- **Enroll in FEMA Professional Development Series (PDS) Courses**-these are self paced, Independent Study (IS) courses available on the web. The PDS is a required prerequisite for the Michigan's PEM program. The materials are available at <http://training.fema.gov/EMIWeb/IS/> . (For more information on IS programs, see page 31.) Applicants must take the all the following

Independent Study (IS) to be eligible for the PDS Certificate:

- IS-139 Exercise Design
- IS-230 Principles of Emergency Management
- IS-235 Emergency Planning
- IS-240 Leadership and Influence
- IS-241 Decision Making and Problem Solving
- IS-242 Effective Communication
- IS-244 Developing and Managing Volunteers

Note: If you are pursuing your Professional Emergency Manager (PEM) Designation additional IS courses are required. Please also complete:

- IS-1: The Emergency Program Manager.
- IS-7: A Citizen's Guide to Disaster Assistance
- IS-100 Introduction to the Incident Command System
- IS-120: An Orientation to Community Disaster Exercise
- IS-244 Developing and Managing Volunteers
- IS-275 The Emergency Operation Center 's Role in Community Preparedness
- IS-393: Introduction to Mitigation
- IS-700 National Incident Management Systems (NIMS)
- IS-800 The National Response Plan

- **The Emergency Management Division's (EMD) Professional Emergency Manager Designation (PEM) Program.** (For information see page 30.) EMD strongly encourages taking classes in the following order:

Introduction to Emergency Management (take this first if possible)  
Emergency Planning  
Damage Assessment Workshop  
Basic Skills-all modules (1,2 & 3)  
Exercise Design/Evaluation  
Incident Command /Emergency Operations Interface  
Hazard Mitigation Comprehensive Plan Interface  
Basic Public Information Officer's Workshop  
Developing Volunteer Resources  
Disaster Response and Recovery Operations (should be last course taken)

- **Check EMD's website often for new offerings.** EMD's hosts two conferences, the Homeland Security Conference, held in May 2006 and the Summit Conference held in October 2006.

- **Volunteer in your local community.** Citizens are needed by local emergency management programs for a variety of emergencies and for daily duties. Volunteering will give you valuable work experience and skills in the complexities of managing large scale events. It also helps to build relationships with the agencies involved in disaster events.

Note: Michigan is training local citizens to help their community in times of crisis by becoming member



of the local Community Emergency Response Team (CERT). For information, see pp. visit [http://www.michigan.gov/mcsc/0,1607,7-137-6116\\_23782](http://www.michigan.gov/mcsc/0,1607,7-137-6116_23782)

- **Take other training offered through recognized programs:** EMD's Hazardous Materials Training Center offer many classes, training tracts and conferences. Check the catalog or the website at [www.hazmatems.com](http://www.hazmatems.com) often.

- **New training offered through Federal Emergency Management Agency.** This includes other Independent Studies and resident courses. New courses are constantly being added. Check the website <http://www.fema.gov/>

- **Many local emergency management programs offer specific community training.** Contact your local emergency manager; the listing is available on EMD's website at [www.michigan.gov/emd](http://www.michigan.gov/emd).

- **The Red Cross offers community specific workshops, exercises and courses.** Red Cross information is available at [www.redcross.org](http://www.redcross.org) or contact your local chapter.

- **Higher education programs through colleges and universities nationwide.** There is a listing of colleges and universities programs available on FEMA website at <http://www.training.fema.gov/emiweb/edu/>

If you have any other questions, please contact the Training and Exercise Section at (517) 333-5036 or [hornbecl@michigan.gov](mailto:hornbecl@michigan.gov).

## Other Disaster Training Opportunities Community Emergency Response Training (CERT) Train-the-Trainer

CERT is part of a national effort that asks all Americans to devote 2,000 hours of public service to their communities. The goal is for emergency personnel to train members of neighborhoods, community organizations, or workplaces in basic response skills. CERT training promotes a partnership between emergency services personnel and the people they serve. If a disastrous event overwhelms or delays the community's professional responders, trained CERT members can assist first responders by saving and sustaining lives following a disaster until help arrives. The Michigan Citizen Corps will be hosting two day train-the-trainer workshops. These hands on training will prepare candidates to train local citizens in how to better respond to emergencies and disasters in your community.

See web site at [www.michigan.gov/EMD](http://www.michigan.gov/EMD) for on line registration and information

**Audience:** Courses are open to Emergency Management related personnel (police, fire, EMD, and associated disaster relief agency personnel)

### FY06 Training Dates

December 8 & 9, 2005

February 2 & 3, 2006

April 27 & 28, 2006

September 14 & 15, 2006

**Class Locations:** Classes are held at the CREST Center, Oakland Community College, Auburn Hills Campus, 2900 Featherstone Road, Auburn Hills, MI \*\*\*

### For more information & application contact:

Gary Zulinski (517) 241-3867 or email at:

[ZulinskiG@michigan.gov](mailto:ZulinskiG@michigan.gov).

\*\*\* Location may change to other locations in the state depending on demand.

## Radiological Emergency Preparedness Training and Exercise

Radiological emergency preparedness training deals specifically with Nuclear Power Plants and communities that surround them.

### Statewide Exercise Initiatives

As the State Office of Emergency Management, the Emergency Management Division encourages all levels of government and the private sector to conduct drills and exercises. Exercises are great training tools, by preparing the community for disaster events and:

- reveals planning weaknesses
- reveals resource gaps
- clarifies roles and responsibilities
- builds the confidence emergency professionals
- improves coordination
- tests plans in a "live" situation
- enhances community capabilities
- helps to formulate public policy on readiness
- satisfies grant and program requirements

Exercises are being conducted statewide throughout the fiscal year. If you are interested in what your local community is doing, contact your emergency manager. The listing of emergency management programs is located on the EMD website.

### Specific Training

EMD develops training for specific events and audiences. The Training and Exercise Section is continually developing courses for state agencies and Emergency Operations staff members to better prepare the State for disasters and emergencies. These courses are specific to the needs of the staff and are by "initiation only".

# Emergency Management Training Courses

## PROFESSIONAL EMERGENCY MANAGEMENT (PEM) COURSES

### Basic Skills in Emergency Management

Course G240, G241 and G242    Fee: No Charge

These workshops are designed to further assist emergency managers and their staff to apply crisis management principles in their work situations. All courses will expand the basic principles presented in the prerequisite Independent Study programs. The G-240 & 241 workshop will explore leadership issues including managing change and making sound policy decisions to meet the demands of crisis incidents. The G-242 workshop will focus on problems of communication and information management in emergency situations. Group discussion and real life scenarios will give participants the opportunity to share insights and explore lessons learned. **PEM**

**Target Audience:** All emergency management professionals.

**Prerequisite:** IS240, IS241 and IS242

**Suggested Course:** None

**Schedule:** November 3, 2005 (Modules 1-2)  
November 4, 2005 (Modules 3)

### Basic Public Information Officers (PIO) Workshop

Workshop G290    Fee: No Charge

This 2-day workshop is intended for the new or less experienced Public Information Officers (PIO). Its emphasis is on crisis information management and skills needed in emergency management activities. Topics include crises information management and the role of the PIO, public speaking, broadcast media interviews, and public information planning. **PEM**

**Target Audience:** Anyone having responsibilities as Public Information Officers or a crisis communicator.

**Prerequisite:** None

**Suggested Course:** IS-1 and G-230

**Schedule:** February 16-17, 2006 (Shiawassee)  
April 11-12, 2006 (Bay)  
July 26-27 2006 (Charlevoix)



EMD Photo Library - Civil Defense  
Response - 1950's

### Damage Assessment Workshop

Workshop G619    Fee: No Charge

This 2-day workshop is designed to provide the participants with an understanding of the Michigan damage assessment process and the disaster reporting mechanisms. The workshop content will include group discussion and activities highlighting the strategic crisis assessment reporting for disaster declarations. This course is revised and will contain the new electronic reporting systems.

**Target Audience:** Emergency management professionals and support staff, damage assessment personnel that includes personnel in planning, GIS, property assessment Equalization, building inspectors and property appraisers. **PEM**

**Prerequisite:** E Team Training

**Suggested Course:** G-230 and IS800

**Schedule:** November 28/29-05 (Lansing)  
April 5/6-06 (Chippewa)  
June 14/15-06 (Lansing)  
July 24/25-06 (Gaylord)

### Developing Volunteer Resources

Course G244    Fee: No Charge

A 1-day course designed to improve the participants' ability to deal with a broad range of issues in the management of volunteer services. Issues include skill definition and development, specification of qualifications, recruitment, program maintenance, and motivational strategies. **PEM - PDS**

**Target Audience:** Local emergency management personnel and local volunteer groups.

**Prerequisite:** IS-244

**Suggested Course:** None

**Schedule:** May 31, 2006



EMD Photo Library - Lansing Flood- 1975

EMD Photo Library - Lansing Flood-  
Kalamazoo st. 1904



## Disaster Response and Recovery Operations Course

Course G385

Fee: No Charge

This 2-day course covers the basic concepts, issues and programs involved in the phases of disaster response and recovery. The course will highlight local, state and national response roles and review the National Response Plan and the National Incident Management System. In addition it will focus on the problems and concerns of recovery on victims and communities spending time discussing case studies and lessons learned. It will also focus on recovery planning dealing with the social, economic and political implications of disaster recovery efforts. It is strongly recommended for local EM program managers.

### PEM

**Target Audience:** Emergency management professionals from all levels of government, the private sector and their support staff. Also included are recovery and response groups such as planners, first responders, voluntary organizations, private sector agencies and public officials.

**Prerequisite:** G230, G619, IS700 and IS800

**Suggested Courses:** IS546 and IS 547

**Schedule:** August 9/10, 2006

## Emergency Planning Course

Course G235

Fee: No Charge

This 2-day course provides participants with basic emergency planning principles, which can be applied to various types of disasters. Topic areas covered are: Basic disaster planning, volunteers, special events, evacuation, mass fatalities, schools and homeland security planning.

### PEM

**Target Audience:** All emergency management professionals

**Prerequisite:** IS-235

**Suggested Course:** IS-7, IS-230

**Schedule:** December 14/15, 2005

## Exercise Design/Evaluation Course

Course G139

Fee: No Charge

This 3-day course provides knowledge and develops skills for conducting an exercise that will test the community's EM plans, policies and procedures. The new HSEEP requirements and guidance will be discussed along with an awareness of the need for proper evaluation.

**Target Audience:** This course is intended for all emergency management professionals responsible for managing, designing, developing, implementing and evaluating exercises.

It is strongly recommended for all local exercise programs (grant funded).

**PEM MEPP HCMEPP**

**Prerequisite:** IS120, IS139

**Suggested Courses:** HS Guidance from ODP

**Schedule:** January 25/27-06 (Lansing)

## Emergency Operations Center (ICS/EOC) Interface

Course G191

Fee: No Charge

This 1-day course reviews the ICS and EOC models of emergency management operations including communication, coordination and chief executive decision making. It enhances knowledge and skills needed for clarifying roles, responsibilities, and relationships prior to a disaster.

**PEM-APS**

**Target Audience:** First responders, EOC staff, and emergency management professionals.

**Prerequisite:** IS-195, and IS-700

**Suggested Course:** G-230

**Schedule:** March 30, 2006 (Mecosta)

See web site at [www.michigan.gov/EMD](http://www.michigan.gov/EMD) for on line registration and information

## Hazard Mitigation/Comprehensive Plan Interface Course

Course G626

Fee: No Charge

This 2-day course is designed to enable participants to develop strategies to integrate hazard mitigation into the community comprehensive planning process. The goal is to increase the public official's understanding of the need to address mitigation issues early in the process. **PEM**

**Target Audience:** Elected and appointed city and county officials (city and county managers, mayors, county executives, legal council, city and county commissioners,) emergency management personnel and community planners.

**Prerequisite:** G-235

**Suggested Course:** IS-393, G-230

**Schedule:** February 9-10, 2006



## Introduction to Emergency Management

Course G230

Fee: No Charge

This 2-day course is designed to introduce participants to the basic ideas and concepts of emergency management. This course will highlight Michigan specific hazards, laws, and standards. Group discussions and activities will help to clarify real-world issues. Emphasis will be placed on the relationships that exist between community preparedness and the effectiveness of local emergency management programs. **PEM**

**Target Audience:** All persons involved in emergency management, including new emergency program managers, emergency services personnel elected officials, public service personnel, utility representatives, officials representing schools and institutions of higher learning, health professionals, emergency operations personnel, community organization representatives from both the public and private sectors.

**Prerequisite:** IS-230

**Suggested Courses:** IS-7, IS-292, IS-1

**Schedule:** October 13-14, 2005  
January 12-13, 2006  
August 23-24, 2006

## OTHER EMERGENCY MANAGEMENT COURSES

### Emergency Planning and Special Needs Populations-NEW

G197

Fee: No Charge

This 2-day course is intended to provide those with responsibilities for providing emergency planning or care of seniors, people with disabilities, and /or special needs groups with the skills and knowledge they will need to prepare for, respond to, and recover from emergency situations. This course is a revision of the old Disaster Related Needs of Seniors and Disabled (G250.3)

**Target Audience:** Emergency management personnel and their staff, senior first response personnel, special needs coordinators, human services organization personnel, facility planners, community based organizational personnel, advocacy group personnel, and Voluntary Organizations Active in Disaster (VOAD) personnel.

APS

**Prerequisite:** none

**Suggested Courses:** IS244, IS235, IS288, IS 317

**Schedule:** April 27/28-06

### Exercise Program Manager

Course G137

Fee: No Charge

This 2-day course provides knowledge, skills, and job aids to assist local, state, and federal personnel in implementing their roles and responsibilities as exercise program managers. Work products developed during the course will be useful for the participant to develop or upgrade their comprehensive exercise program. MEPP

**Prerequisite:** G139, IS139 IS120

**Suggested Courses:** None

**Schedule:** March 9-10, 2006 Lansing

### Emergency Management Coordinator Workshop --New--

Course G111.1

Fee: No Charge

This 2-day workshop is designed to mentor and acquaint newly appointed local governmental emergency management coordinators with their job. The course will focus on day-to-day activities, such as work agreements, grants and standard practices for local programs. It will also highlight the disaster reporting system and its forms and protocols.

**Target Audience:** All new (and experienced) emergency management coordinators in local government and their staff only.

**Prerequisite:** IS-1

**Suggested Courses:** Introduction to EM

**Schedule:** March 14-15, 2006



## Managing People in a Disaster: The Local Perspective

Course G249 Fee: No Charge

This 2-day course is aimed at preparing people to step in to manage and supervise chaotic and stressful crisis situations. The package of skills offered in this course should enable emergency management professional to shift from managing a normal office environment to supervising an expanded staff in rapidly changing conditions. Major topics include communicating, community relationships, leadership, managing staff, team, and managing the work.

**Target Audience:** Emergency management professionals from government and private sector.

**Prerequisite:** All PDS Curricula- (IS230, IS235, IS240, IS241, IS242, IS244) and IS1

**Suggested Courses:** G230, G235, G240-242, G244

**Schedule:** 6-29/30/06

## Public Officials Conference

Course G200 (delivered on request) Fee: No Charge

This one to four hour conference is designed to acquaint county and municipal government officials with emergency management concepts. The responsibilities of elected and appointed officials with respect to emergencies and disasters are discussed. Specific community preparedness capabilities and liabilities issues are also examined.

**Target Audience:** Elected and appointed officials, department heads, EOC personnel including, private industry and volunteer agencies.

**Schedule:** LOCAL EMERGENCY MANAGEMENT MAY REQUEST a Public Officials Conference in their jurisdiction by contacting their respective district coordinator.



EMD Photo Library - Lansing  
Waverly school exercise 2004

## Tornado Shelter Workshop

Course G612 Fee: No Charge

This 1-day workshop is designed to acquaint participants with methods, technology and procedures in determining the impact of severe weather on buildings and sheltered populations. Special attention will be paid on determining the safest areas in buildings during tornadoes.

**Target Audience:** Local emergency management professionals, facility managers and safety officials who are requested to give advice and guidance to schools, colleges, and buildings with concentrated populations about where are the safest areas within their structures are during a tornado.

**Prerequisite:** none

**Suggested Courses:** IS 22, IS 271, IS 292

**Schedule:** March 29, 2006

## Workshop in Emergency (WEM) Management: Legal Issues in Emergency Management --New--

G222.1 Fee: No Charge

This 1-day workshop will discuss current legal issues in emergency management. Topic areas covered will be Public Act 390-The Michigan's Emergency Management Act and its legal implications such as mutual aid compacts, liability issues with exercises and with disaster relief workers.

**Target audience:** All emergency management professionals and their support staff, state agency coordinators, volunteer agencies and private sector groups that will be working in disaster recovery.

**Prerequisite:** IS 244, IS700, IS800

**Suggested Courses:** G244, G230

**Schedule:** December 1, 2005 Lansing  
May 25, 2006 (Grand Rapids)  
June 1, 2006 (Detroit)



Bath school bombing- May 1927

See web site at [www.michigan.gov/EMD](http://www.michigan.gov/EMD) for on line registration and information

# PEM of the Year Award Criteria

Each year the Emergency Management Division will honor one Professional Emergency Manager (PEM) who has contributed distinguished service to the profession. The Professional Emergency Manager of the Year Award is presented to this individual who has demonstrated professionalism in one or more of the following areas:



- Advancement of the emergency management profession through training or administration;
- Development of an innovative concept in emergency management planning or operations;
- Outstanding contributions in the field of emergency management, including practical application of emergency management techniques or principles;
- Valuable contributions through research, and successful adaptation of research findings to a practical emergency management situation;
- Implementation of a difficult emergency management program through perseverance in its development and promotion; and/or
- Development of activities or programs that have been effective in addressing emergency management needs through the implementation of innovative, practical, and balanced solutions.



**Lt. Mike Bradley of the Berrien County Sheriff's Department is awarded the PEM of the Year Award by Gregory Kirt of the Michigan State Police Emergency Management Division.**